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COMMITTEE ON CONFERENCES
Organizational session for 1993

ANNOTATED PROVISIONAL AGENDA FOR THE ORGANIZATIONAL SESSION

1. Election of officers.

2. Adoption of the agenda.

3. Organization of work for 1993, and 1994-1995.

4. Programme of work for 1993.

5. Other business.

ANNOTATIONS

1. Election of officers

Rule 103 of the rules of procedure of the General Assembly provides that committees other than Main Committees:

> "... shall elect a Chairman, one or more Vice-Chairmen and a Rapporteur. These officers shall be elected on the basis of equitable geographical distribution, experience and personal competence."

In past years, the Committee on Conferences has elected, in addition to the Chairman, three Vice-Chairmen and a Rapporteur.

At its organizational meeting for 1989, held on 1 March 1989, the Committee agreed in principle that henceforth the chairmanship would rotate annually among the regional groups.

2. Adoption of the agenda

3. Organization of work for 1993

At its 341st meeting, on 27 August 1992, 1/ the Committee on Conferences decided to maintain its biennial programme of work, dealing with items relating to documentation in even years, and those relating to meetings in odd years. The Committee also decided that some items would be considered on an annual basis.

At its organizational meeting, on 17 March 1992, the Committee adopted its agenda for 1992-1993 and requested the Secretariat to present a draft provisional agenda for 1994-1995 to the Committee at its organizational meeting in 1993.

At its 331st meeting, on 20 August 1991, the Committee on Conferences adopted guidelines for the Committee's consideration of and action on inter-sessional departures. In organizing its work and in keeping with those guidelines, the Committee may wish:

(a) To meet as required to consider proposed inter-sessional departures from the approved calendar that require the explicit authorization of the Committee;

(b) To conduct as much business as possible in informal consultations in order to curtail the number of official meetings, in particular by entrusting certain tasks to its Bureau.

Further meetings may be required in compliance with paragraph 6 of General Assembly resolution 35/10 A of 3 November 1980, by which the proposals affecting the schedule of conferences and meetings made during sessions of the Assembly shall be reviewed by the Committee when administrative implications are being considered under the requirements of rule 153 of the rules of procedure of the Assembly.

In its decision 1988/103 of 5 February 1988, the Economic and Social Council decided to invite the Committee to review the Council's draft biennial calendar of conferences and meetings and to submit, as appropriate, its recommendations thereon to the Council. It is envisaged that the Committee may therefore be required to meet in mid-1993 to review the Council's draft calendar for the biennium 1994-1995.

4. Programme of work for 1993

The terms of reference of the Committee are set forth in paragraph 4 of General Assembly resolution 43/222 B of 21 December 1988. As noted above, the Committee adopted its agenda for 1993 at its organizational session in 1992, and requested the Secretariat to present a draft provisional agenda for 1994-1995 to the Committee at its organizational meeting in 1993.

Annexed to the present document is the draft agenda for 1993, as adopted and amended by the Committee on Conferences, which takes into account

subsequent decisions of the Committee and resolutions of the General Assembly. Following that is a draft agenda for 1994-1995, which is based on earlier decisions of the Committee. The Committee may wish to determine the timing and duration of its 1993 substantive session, taking account of the decision taken at its 341st meeting to hold a substantive session in March-early April 1993, with a short session in August to review the draft calendar of conferences and meetings for 1994-1995 and to specify the documentation requirements.

5. Other business

Notes

1/ Official Records of the General Assembly, Forty-seventh Session, Supplement No. 32 (A/47/32).

Annex I

DRAFT AGENDA 1993

1. Adoption of the agenda.

2. Calendar of conferences and meetings:

   (a) Adoption of draft calendar of conferences and meetings for 1994-1995;

   (b) Improved utilization of conference-servicing resources: meeting statistics of United Nations organs;

   (c) Improved organization of work and effective use of conference resources:

      (i) Existing conference resources, services and facilities within the United Nations;

      (ii) Measures to improve the overall efficiency and effectiveness of the use of conference-servicing resources;

   (d) Consideration of the draft calendar of conferences and meetings of subsidiary organs of the Economic and Social Council for 1994-1995;

   (e) Requests for exceptions to paragraph 7 of General Assembly resolution 40/243.

3. Improved coordination of conferences within the United Nations system: implementation of General Assembly resolution 43/222 B, paragraph 4 (f).

4. Control and limitation of documentation:

   (a) Provision of written meeting records to subsidiary bodies of the General Assembly;

   (b) Implementation of the rules and regulations on control and limitation of documentation: compliance with the six-week rule for the issuance of pre-session documentation.

5. Meetings of organs and programmes not funded from the regular budget of the United Nations.

6. Application of new technology to conference-servicing.

7. United Nations publications policy: implementation of General Assembly resolution 43/222 B, paragraph 4 (h).

8. Review of the programme performance of the United Nations for the biennium 1990-1991: section 29, Conference and library services.

9. Review of the proposed programme budget for the biennium 1994-1995: conference services.

10. Review of the Office of Conference Services.

11. Other business.

12. Adoption of the report.

Annotations for the 1993 substantive session

1. Adoption of the agenda

2. Calendar of conferences and meetings:

(a) Adoption of draft calendar of conferences and meetings for 1994-1995

In line with past practice, and pursuant to paragraph 4 (b) and (c) of resolution 43/222 B, the Committee on Conferences will submit to the General Assembly at its forty-eighth session the draft calendar of conferences and meetings for the biennium 1994-1995. During the discussion of the draft calendar for 1992-1993, the Secretariat was requested to issue the draft revised calendar for 1993 as early as possible, even if that meant that the draft would not take full account of decisions and recommendations of the Economic and Social Council.

The attention of the Committee is drawn to the fact that the substantive session of the Economic and Social Council is scheduled to be held from 28 June to 30 July 1993. In accordance with the Committee's aforementioned request, the draft calendar of conferences for 1994-1995 would be issued as early as possible, i.e., prior to final decisions taken at the substantive session of the Economic and Social Council, on the understanding that supplemental information would be brought to the attention of the Committee on action taken by the Council in July 1993. This sub-item will be taken up in August 1993 on the basis of a conference room paper. The Secretariat would also present the consolidated statement of special conferences scheduled for 1994 under this agenda item.

(b) Improved utilization of conference-servicing resources: meeting statistics of United Nations organs

The Committee on Conferences has studied a series of reports since 1983 showing the meetings statistics of a number of United Nations organs in New York, Geneva and Vienna. In paragraph 4 of resolution 44/196 A of 21 December 1989, the General Assembly requested the Committee to review the

methodology on conference-servicing utilization rates in order to provide, if possible, a more accurate assessment of the overall use of conference resources with a view to enabling United Nations bodies to make the optimum use of conference services and to facilitate, where necessary, continued rationalization of their meeting requirements.

At its 323rd meeting, on 28 August 1990, the Committee on Conferences agreed to put into experimental use a newly proposed methodology to run parallel with the existing methodology for the next three years, that is, through calendar year 1992. It was further decided that the Committee would make a final decision on the methodology at its substantive session in 1993. Since that meeting, the Secretariat has provided two reports on meeting statistics of United Nations organs, one compiled in accordance with existing methodology, the other using the new methodology.

At its 341st meeting, on 27 August 1992, the Committee, inter alia, requested the Secretariat to expand the representational sample of bodies included in future papers on the experimental methodology and to provide a historical perspective of the trends perceived in all future reports on the utilization of conference-servicing resources.

In paragraphs 12 to 14 of its resolution 47/202 A of 22 December 1992, the General Assembly welcomed the decision of the Committee on Conferences to incorporate availability and compliance indices on pre-session documentation into the experimental methodology; requested the Secretary-General to provide the Committee, in addition to the utilization rate, with qualitative indicators and information about the way conference time was used in order to enable the Committee to make recommendations on conference time allocated to different bodies; and requested the Committee to finalize its analysis of the experimental methodology, to report on its conclusions and to submit its recommendations, as appropriate, including a revision of the benchmark figure as requested in paragraph 15 of resolution 46/190, to the General Assembly at its forty-eighth session.

In view of earlier decisions of the Committee and the aforementioned requests of the General Assembly, the Secretariat would propose again to present two written reports on meetings statistics, i.e., on the existing and the experimental methodologies under this agenda item.

(c) Improved organization of work and effective use of conference resources:

(i) Existing conference resources, services and facilities within the United Nations

At its substantive sessions in 1990 and 1991, the Committee on Conferences considered reports by the Secretary-General on existing conference services, resources and facilities within the United Nations. During the consideration of the agenda item entitled "Pattern of conferences" in the Fifth Committee, it was suggested that there should be information available

on existing conference services, resources and facilities system wide, which could lead to a more effective organization of work and use of conference services.

If the Committee so decides, the Secretariat would prepare a revised version of the documents containing data on the conference resources, services and facilities within the United Nations system for review by the Committee at the first part of its 1993 substantive session.

(ii) Measures to improve the overall efficiency and effectiveness of the use of conference-servicing resources

In paragraphs 6 to 8 of its resolution 47/202 A, the General Assembly urged all subsidiary bodies of the General Assembly and of the Economic and Social Council to comply with the request of the General Assembly as contained in paragraph 11 of resolution 46/190 to undertake informal consultations on a regular basis for the purpose of improving the utilization of their conference-servicing resources; renewed its request as contained in paragraph 12 of resolution 46/190 to the Chairman of those subsidiary bodies to report the results of the consultations mentioned in paragraph 6 of resolution 47/202 A to the Chairman of the Committee on Conferences, and requested the Committee on Conferences to review a comprehensive analysis of replies received; and urged the subsidiary bodies of the General Assembly and of the Economic and Social Council, in the context of the required consultations, to evaluate and report on the measures taken, including, inter alia, the convening of meetings in a timely manner, rationalizing their meeting requirements, improving the scheduling of informal consultations, the possibility of biennializing agenda items, as well as monitoring the timely issuance and availability of documentation.

In a related matter, in paragraphs 10 and 11 of its resolution 47/202 A, the General Assembly endorsed the decision of the Committee on Conferences to request its Chairman to consult on its behalf with the chairmen of organs concerned, where the utilization factor was lower than the established benchmark figure for the last three years, requested the Committee on Conferences to report the results of such consultations to the General Assembly at its forty-eighth session; and decided that such consultations should be with a view to making appropriate recommendations in order to achieve the optimum utilization of conference-servicing resources and rationalizing the duration and frequency of conference-servicing time allocated, taking into account the high costs of conference-servicing and the demands placed upon the Organization.

At its 334th meeting, on 17 March 1992, the Committee on Conferences, taking account of the biennial scheduling of some intergovernmental bodies, decided to consider this agenda item in 1993 in order to have the most complete and comprehensive information possible.

At its 339th and 341st meetings, on 26 and 27 August 1992, the Committee reviewed a conference room paper containing replies received to date to the Chairman's letters on utilization of conference-servicing resources.

In view of the Committee's decisions and the aforementioned requests of the General Assembly, the Secretariat would present a written analysis of information provided following the reviews by subsidiary organs for the Committee's consideration at the second part of its 1993 substantive session. Should the Committee so decide, the Secretariat, in consultation with the Chairman, would provide a written report on the meetings held between the Chairman of the Committee on Conferences and the chairmen of organs where the utilization factor had been lower than the established benchmark figure for the last three years.

The Committee may wish to consider this agenda item at its resumed session in August in order to ensure that all subsidiary organs concerned have had the opportunity to undertake and report on the required consultations.

(d) Consideration of the draft calendar of conferences and meetings of subsidiary organs of the Economic and Social Council for 1994-1995

As indicated above, the Economic and Social Council, in adopting its decision 1988/103, invited the Committee to review the Council's draft biennial calendar of conferences and meetings and to submit, as appropriate, its recommendations thereon to the Council. The draft calendar for the biennium 1994-1995, which is to be presented to the Council at its substantive session in June-July 1993, is expected to be available for consideration by the Committee early in June 1993. The Committee may wish to consider meeting at that time in order to discuss the draft and to convey its observations to the Council.

(e) Requests for exceptions to paragraph 7 of General Assembly resolution 40/243

In paragraph 15 of its resolution 47/202 A, the General Assembly demanded that all subsidiary organs of the General Assembly comply with the provisions of section I, paragraph 7, of its resolution 40/243 of 18 December 1985, whereby the General Assembly decided that no subsidiary organ of the General Assembly may meet at United Nations Headquarters during a regular session of the Assembly unless explicitly authorized by the Assembly.

In accordance with the procedure established by the Committee at its 1986 session, and reaffirmed at its 1992 session, chairmen of subsidiary organs of the General Assembly wishing to meet at Headquarters during regular sessions of the General Assembly submit their requests to the Chairman of the Committee. Requests so received would be considered by the Committee on the basis of a conference room paper. In view of the timing of the requests received, the Committee may wish to consider this item at the second part of its 1993 substantive session. It is also noted that the conference room paper would be issued as requests are received, i.e., after the six-week rule for issuance of pre-session documentation.

3. Improved coordination of conferences within the United Nations system: implementation of General Assembly resolution 43/222 B, paragraph 4 (f)

At its 300th meeting, on 24 August 1989, the Committee agreed that it should examine how it could best address its terms of reference as governed by paragraph 4 (f) of General Assembly resolution 43/222 B and requested the Secretariat to examine the current status of coordination, identifying any difficulties or problems and suggesting possible solutions with a view to making the necessary improvements. The Committee further requested its Chairman to address a letter to the Chairman of the Administrative Committee on Coordination (ACC) in order to avail itself of the opportunity to benefit from that Committee's views. Subsequently, the Organizational Committee of ACC decided to refer the matter to the Inter-Agency Meeting for Language Arrangements, Documentation and Publications (IAMLADP).

At its 328th meeting, on 19 August 1991, the Committee took note of the progress report provided by the Secretariat. Should the Committee so decide, the Secretariat would provide a written report on the matter, including information on action taken by ACC, to the Committee at the first part of its 1993 substantive session.

4. Control and limitation of documentation:

(a) Provision of written meeting records to subsidiary bodies of the General Assembly

In paragraph 14 of its resolution 47/202 B of 22 December 1992, the General Assembly welcomed the decision of the Committee on Conferences to review the criteria, status and guidelines on the provision of written meeting records, and requested the Committee, taking into account the costs of conference-servicing, to report thereon to the General Assembly with concrete recommendations at its forty-eighth session. 1/

In order to assist the Committee in complying with the Assembly's request, the Secretariat would present a report to the Committee at the first part of its substantive session.

The Secretariat would also report on the implementation of paragraph 18 of resolution 47/202 B, by which the General Assembly requested the Secretariat to pursue the possibility of issuing the verbatim records of the Security Council in final form only, on the understanding that these records would be issued as promptly as the provisional ones are at present.

(b) Implementation of the rules and regulations on control and limitation of documentation: compliance with the six-week rule for the issuance of pre-session documentation

By paragraph 12 of resolution 47/202 B, the General Assembly urged subsidiary organs to review their agendas with a view to enabling the Secretariat's compliance with the six-week rule, inter alia, through combining

agenda items and limiting requests for pre-session documentation, and requested the Secretary-General to inform the subsidiary organs of that appeal and to report orally to the Committee on Conferences on the measures taken to that effect.

Should the Committee so decide, and taking into account the biennial programme of work, the Secretariat would provide an interim report to the Committee at the first part of its 1993 substantive session on the understanding that supplementary information would be presented in 1994.

5. Meetings of organs and programmes not funded from the regular budget of the United Nations

At its 328th meeting, on 19 August 1991, the Committee on Conferences decided to return to this matter as and when necessary, depending on further developments with regard to the provision of conference services. Subsequently, in paragraph 19 of its resolution 46/190, the General Assembly requested the Committee on Conferences to continue to monitor the meetings services provided to organs and programmes not funded from the regular budget and to consider the impact of their scheduling on the calendar of conferences and meetings.

In paragraph 9 of its resolution 47/202 A, the General Assembly invited the Executive Board of the United Nations Children's Fund (UNICEF) and the Governing Council of the United Nations Development Programme (UNDP) to continue to evaluate their meeting and documentation requirements, with a view to rationalizing them, and to report on progress thereon to the General Assembly at its forty-eighth session, through the Committee on Conferences.

The Committee may wish to consider this matter on the basis of two reports. The first, which would contain updated statistical information on conference services provided to meetings or organs and programmes not funded from the regular budget, and an analysis of the impact of their scheduling on the calendar of conferences and meetings, would be presented to the Committee at the first part of its substantive session.

The second report would contain information received from UNDP and UNICEF on the continued monitoring of their meeting and documentation requirements. In view of the scheduling of the Executive Board of the United Nations Children's Fund and the Governing Council of the United Nations Development Programme for 1993 (26 April-7 May 1993 and 1-22 June 1993, respectively), the Committee may wish to consider this report at the second part of its 1993 session in August.

6. Application of new technology to conference-servicing

At its 328th meeting, on 19 August 1991, the Committee on Conferences decided to continue monitoring the applications of new technologies in the area of conference-servicing, taking into account the conclusions and observations agreed upon by the Committee.

At its organizational meeting, on 17 March 1992, the Committee decided to consider this agenda item in 1993. Should the Committee so decide, the Secretariat would submit a written report thereon at the first part of its 1993 substantive session.

7. United Nations publications policy: implementation of General Assembly resolution 43/222 B, paragraph 4 (h)

At its 335th meeting, on 24 August 1992, the Committee on Conferences reviewed a conference room paper that contained an annotated provisional outline of the report on publications policies called for in General Assembly resolution 46/185 B of 20 December 1991, section VI. 2/ At the same meeting, the Committee requested the Secretariat to proceed with the report on publications as outlined in the conference room paper, taking into account the views expressed during the discussion.

The draft report of the Secretary-General on publications policies will be submitted to the Committee on Conferences at the first part of its 1993 substantive session. The report in its final form will be submitted to the General Assembly at its forty-eighth session.

8. Review of the programme performance of the United Nations for the biennium 1990-1991: section 29, Conference and library services

Pursuant to the provisions of General Assembly resolutions 39/238 of 18 December 1984 and 41/203 of 11 December 1986, and in accordance with its 1993 agenda, the Committee on Conferences decided to review the programme performance of the then Department of Conference Services for 1990-1991 at its 1993 substantive session.

In its resolution 47/214 of 23 December 1992, section II, the General Assembly, inter alia, took note of the report of the Secretary-General on the programme performance of the United Nations as a whole for the biennium 1990-1991 as contained in document A/47/159 and Add.1.

In accordance with its earlier decision, the Committee may wish to review the programme performance for the biennium 1990-1991 for the then Department of Conference Services, as contained in the aforementioned document, at the first part of its 1993 substantive session with a view to submitting comments thereon to the General Assembly at its forty-eighth session.

9. Review of the proposed programme budget for the biennium 1994-1995: conference services

At its 327th meeting, on 12 June 1991, the Committee decided to review the relevant programme narrative of the proposed programme budgets for conference and library services, and to provide its views thereon to the General Assembly.

The relevant portions of the proposed programme budget for 1994-1995 will be before the Committee at the second part of its 1993 substantive session.

10. Review of the Office of Conference Services

Pursuant to paragraph 2 (c) of General Assembly resolution 47/202 C of 22 December 1992, the Secretary-General is to present, if necessary, recommendations on possible restructuring of the Office of Conference Services to the General Assembly at its forty-eighth session through the Committee on Conferences and the Advisory Committee on Administrative and Budgetary Questions.

Should it be decided to present recommendations relating to restructuring of the Office of Conference Services in the context of the revised estimates to the resumed forty-seventh session of the General Assembly, the Committee may wish to review the relevant revisions at an appropriate time.

11. Other business

12. Adoption of the report

Notes

1/ See Official Records of the General Assembly, Forty-seventh Session, Supplement No. 32 (A/47/32), paras. 62, 64 and 65.

2/ Ibid., paras. 83-87.

Annex II

DRAFT PROVISIONAL AGENDA AND BIENNIAL PROGRAMME OF WORK, 1994-1995

Agenda item	Title	1994	1995
1.	Adoption of the agenda.	X	X
2.	Calendar of conferences and meetings:		
	(a) Adoption of draft revised calendar of conferences and meetings for 1995;	X	
	(b) Adoption of draft calendar of conferences and meetings for 1996-1997;		X
	(c) Consideration of the draft calendar of conferences and meetings of subsidiary organs of the Economic and Social Council for 1996-1997;		X
	(d) Improved utilization of conference-servicing resources: meeting statistics of United Nations organs;	X	X
	(e) Improved organization of work and effective use of conference resources:		
	(i) Existing conference resources, services and facilities within the United Nations;		X
	(ii) Measures to improve the overall efficiency and effectiveness of the use of conference-servicing resources;		X
	(iii) Possibility of coordinated planning of all organizational aspects of conference-servicing;		X
	(f) Requests for exceptions to section I, paragraph 7, of General Assembly resolution 40/243.	X	X
3.	Control and limitation of documentation:		
	(a) Communications from Member States circulated as documents of the United Nations;	X	

Agenda item	Title	1994	1995
	(b) Reports of subsidiary organs to the General Assembly: compliance with the desirable 32-page limit;	X	
	(c) Provision of written meeting records to subsidiary organs of the General Assembly;	X	
	(d) Implementation of the rules and regulations on control and limitation of documentation: compliance with the six-week rule for the issuance of pre-session documentation.	X	
4.	Improved coordination of conferences within the United Nations system: implementation of General Assembly resolution 43/222 B, paragraph 4 (f).		X
5.	United Nations publications policy: implementation of General Assembly resolution 43/222 B, paragraph 4 (h).	X	
6.	Meetings of organs and programmes not funded from the regular budget of the United Nations.		X
7.	Application of new technology to conference-servicing.		X
8.	Review of the programme performance of the United Nations for the biennium 1992-1993: section 32/41, Conference services.	X	
9.	Review of the proposed programme budget for the biennium 1996-1997: Conference services.		X
10.	Review of the Office of Conference Services.	X	
11.	Review of revisions to the medium-term plan for the period 1992-1997: Conference and library services (programme 39).	as required	
12.	Other business.	X	X
13.	Adoption of the report.	X	X